

ODP-2667-77
21 OCT 1977

MEMORANDUM FOR: [REDACTED]

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DDA EEO Officer

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : EEO Quarterly Report
Fourth Quarter, FY 77

1. During the fourth quarter of FY 77, ODP made the following specific efforts to hire additional minority citizens:

a. The Deputy Director for Processing addressed the annual meeting of Agency field recruiters detailing ODP's specific needs for the coming year.

b. ODP reminded OP of its interest in accompanying the Agency recruiters on its visit to Hampton Institute in November.

c. ODP contacted three local computer schools (Computer Learning Center, Lacaze-Gardner, and Control Data Institute) and reminded them of our continuing interest in hiring qualified minority citizens for part-time shift work in our centers.

d. ODP learned of a potential source of qualified minority computer operators and suggested WARO contact the Defense Communications Agency's Reston facility to recruit servicemen about to be discharged who are already established in the Northern Virginia area. WARO investigated and found no potential applicants.

e. ODP DOE'd three black female clericals who had applied in previous quarters. One more is still in process.

f. ODP interviewed six new applicants during the quarter, including a black male Co-op, a black female professional, a black male clerical, and three hispanic male professionals. Only the black male clerical was placed in process. One hispanic male professional and the black female professional were offered contracts, but they decided to accept other positions. The other three applicants were dropped as unqualified or un-
STATINTL interested.

g. ODP suffered a major disappointment when [REDACTED] a potential GS-13 black male professional, who had been in process several months and had been completely cleared, decided to remain in his current job rather than come aboard. ODP has reported our apparent inability to make a competitive wage offer and OP/PWCH is investigating.

2. With respect to development of female managers, ODP has selected two females for promotion to GS-14 during the first quarter of FY 78. Out of 15 promotions made during the last quarter of FY 77, one female clerical employee was promoted to GS-09 and one female clerical employee was promoted to GS-06. The following training was provided:

	<u>External</u>	<u>Internal (OFR)</u>	<u>Component (ODP)</u>
Women	5	10	37
Black	4	11	6
Hispanic	3	2	0

3. With respect to our other EEO objectives, ODP experienced no particular problems. We will report more specifically in our final version of our FY 78 EEO Plan which will be published just as soon as we have finalized our APP. The following points may be noteworthy:

a. In comparison to their population within ODP, women and minorities received slightly more than a proportional share of promotions and training enrollments.

b. We experienced a normal turnover of clerical women during the year and managed to hold our own with respect to minority representation despite losing two black women temporarily to maternity leave in September.

c. We were unable to meet our external hiring objectives for technical employees. This objective was probably unrealistic since we develop almost all of our technical employees from our own clerical ranks.

d. We appear to be at a competitive disadvantage in hiring minority professionals externally, but raising our salary offers would be decidedly unfair to current employees with equal qualifications.

e. Training spaces in "Management of PEO", "Career Counseling", "Fundamentals of Supervision and Management" and other PEO related courses continue to be at a premium. Therefore, we must continue to set very conservative training goals in this area.



Clinton D. Ray, Jr.

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Approved For Release 2002/01/08 : CIA-RDP83T00573R000600070006-6

Approved For Release 2002/01/08 : CIA-RDP83T00573R000600070006-6

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ODF # 1938/77

22 September 1977

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

STATINTL

FROM :

DDA EEO Officer

SUBJECT : FY 1977 EEOP Quarterly Report
1 July - 30 September 1977

1. Following are guidelines for submitting your fourth quarterly report for FY 1977:

a. Hiring of Minority Citizens - Describe the specific efforts made to hire minority citizens. Indicate how many minorities were EOD'd during the quarter--whether Blacks or Hispanics, professional or technical.

b. Development of Female Employees and Managers Describe specific efforts made. Provide statistics on external and internal training sponsored.

c. Other EEO Objectives - What successes and failures have you experienced in the achievement of your FY 1977 EEOP goals?

2. Please forward your report to the DDA EEO Staff, 6D57 Headquarters, by 10 October. If you have questions please call me on extension [REDACTED]

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